



## JOB INFORMATION

<i>Job Code:</i>	157120
<i>Job Title:</i>	Procurement Associate (Central)
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Purchasing/Procurement
<i>Job Family Group:</i>	Accounting, Finance and Banking
<i>Management Level:</i>	7 Individual Contributor

## JOB SUMMARY

Administers key procurement-related administrative functions and operational procurement workflows. Provides routine/non-routine procurement services and activities as needed.

## JOB QUALIFICATIONS:

### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Associate's degree	
	X	Bachelor's degree	

### Additional Education

*Check here if experience may substitute for some of the above education.*

Combined experience/education as substitute for minimum education

### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		1 year	of experience in procurement or related fields
	X	3 years	procurement experience in higher education.

### Additional Work Experience

*Check here if education may substitute for some of the above work experience.*

Combined experience/education as substitute for minimum work experience

### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Excellent written and oral communication skills.
X		Demonstrated collaboration skills.
X		Ability to foster relationships and build credibility with stakeholders.
X		Demonstrated problem solving, analytical, and research skills.
X		Excellent organizational and time management skills.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Ability to proactively respond to and manage a high volume of transactions, projects, events and assigned responsibilities simultaneously.
	X	Advanced proficiency with relevant software, systems and tools (e.g., Workday, Oracle/SAP, Jaggaer).

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Reviews and manages various operational procurement requests and administrative functions as needed. Focuses on purchase order change requests, customer service portals, and providing support for team members as needed. Consistently meets standard operating procedures and requirements, minimizing errors. May be responsible for processing select low-cost and/or low-risk commodities.				
Works collaboratively to ensure timely and accurate responses to clients. Advises faculty/staff regarding current policies and procedures. Ensures accurate and efficient set up of change orders for approvals and payment purposes. Works with suppliers for transaction-related requests and clarifications as needed.				
Ensures appropriate documentation and audit trail. Maintains industry currency (e.g., key suppliers, pricing, trends) and understanding of all relevant policies and procedures. Learns and develops skills to review and analyze proposals, conduct basic cost analysis and comparisons, and other core procurement skills as needed. Maintains proficiency with all relevant systems and tools.				
Problem solves for standard/non-standard requests and situations. Performs due diligence and conducts research on previous purchase orders, agreements, and other available resources (e.g., for history, comparison, benchmarking) to determine best course of action.				
Collaborates with relevant stakeholders in support of various projects as needed (e.g., request-for-X event support, research and analysis, outreach to internal/external parties). Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.